

How to use the Polycom Remote Control:

VSX Series Remote Control



Making a Call:

When you turn on your Polycom unit, you will be greeted by an initial calling choice screen. You can place two different types of calls from this menu:

1. Video Calls
2. Address Book and Speed Dial Calls

To place a manual video call, press the Call Button on the remote control.

1. Use the keypad on your remote to enter the video number
2. Use the down arrow to clear a number
3. Use the down arrow to select line speed
4. To place the call, press the CALL*HANG-UP button

To place an address or speed dial call, highlight Address book and press the Call Button on the remote control.

1. Press the number on the keypad that corresponds to the site you want to dial or
2. Highlight address book and press select to add, edit, or delete an entry.

Address Book Maintenance

To add a new site:

1. Highlight New
2. Enter the name of the site in the Name field
3. Enter the site's video dialup number
4. Select the line speed
5. When finished, highlight the save button and press the select button.

To edit a site:

1. Highlight site you wish to edit
2. When finished, highlight the save button and press the select button.

To delete a site:

1. Highlight site you wish to delete:
2. Highlight Delete
3. Press the select button.

Moving the camera:

1. Choose Near to move Local site's camera
2. Choose Far to move Remote site's camera (note - you cannot control a remote site's camera when participating in a multipoint call)
3. Use the arrows to control the movement.

To set a camera preset:

1. Choose the Near or Far button on the remote to select the local or far end camera to set
2. Position the camera by using the arrow buttons and the Zoom control
3. Press the select button
4. A message "Press 0-9 to store preset" will appear on the main monitor
5. Press a number to store preset
6. A message "Preset # stored" will appear on the main monitor

To cancel all camera presets:

1. Choose the Near or Far button on the remote to select the local or far end camera to set
2. Position the camera by using the arrow buttons and the Zoom control
3. Press the select button
4. A message "Press 0-9 to store preset" will appear on the main monitor
5. Press the # key

Polycom Visual Concert VSX:



The Polycom Visual Concert VSX allows the instructor computer to transmit itself via the Polycom to remote sites.

How to send:

To send the computer screen to the Polycom, simply press the Start button, or press the Graphics button on the remote.

How to Stop Sending:

To stop sending, press the Stop Button, or press the Graphics button on the remote.

Troubleshooting:

If the unit is non-responsive, hold down both the start and stop buttons at the same time for 5 seconds. This will reboot the unit.

If the unit still fails to respond, you will need to reboot the Polycom VSX. Contact the technician assigned to cover your event for assistance.